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Jackie McClaskey, Secretary

Governor Sam Brownback

## Kansas Department of Agriculture

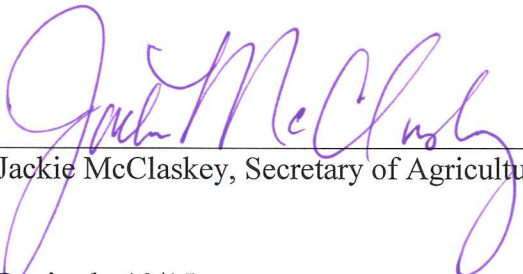
### Smoking Policy

#### Purpose:

To support the health and well-being of our employees and customers, the Kansas Department of Agriculture (KDA) is committed to providing a smoke-free environment in the workplace.

#### Expectations:

1. Smoking and/or the use of electronic cigarettes is not permitted anywhere inside of any buildings occupied by KDA, including but not limited to Manhattan office, Landon office, KDA Laboratory, Topeka, Garden City, Stockton, Stafford and Parsons Field Offices.
2. Smoking/use of electronic cigarettes is permitted only in designated outside areas.
  - a. Smoking and/or the use of electronic cigarettes at the Manhattan HQ Building must occur at least 50 feet from the building and not on or visible from Research Park Drive. A bench and cigarette can is provided in a designated location in close proximity to the southwest corner of the building.
  - b. Smoking and/or the use of electronic cigarettes at the Landon office, KDA Laboratory, Topeka, Garden City, Stockton, Stafford and Parsons Field Offices is not allowed within a 10 ft. radius of any doorway, open window or air intake.
  - c. Cigarette butts must be properly disposed of at any location in which smoking occurs by any employee choosing to smoke on the premises.
3. Smoking, including the use of E-Cigarettes in a state vehicle is prohibited.

  
Jackie McClaskey, Secretary of Agriculture

2-10-16  
Date

Revised: 10/15

This institution is an equal opportunity employer and provider.

Topeka • Manhattan • Garden City • Parsons • Stafford • Stockton